



UNITED STATES MARINE CORPS

OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
2189 ELROD AVENUE
QUANTICO, VIRGINIA 22134-5033

IN REPLY REFER TO

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C475-5

21 Dec 06

From: Commanding Officer, Officer Candidates School
To: Marine Corps Recruiting Command Region AOPs

Subj: OCC 194 PREPARATION AND ACTIONS

Ref: (a) OCS Website www.ocs.usmc.mil
(b) OCS Preparation Brochure
(c) Officer Candidate Pre-shipping Checklist

1. The purpose of this letter is to aid you in preparing for Officer Candidates School (OCS) by providing you with access to the information you need to successfully reach and complete OCS. It also provides you access to the information most commonly requested as well as outline the actions necessary to create a smooth in-processing.

2. Course dates:

Class	Report Date	Report Date 12 th District	Graduation Date	Region Flight Manifest Copy / # of Candidate Drivers- Due
OCC- 194	070121	070120	070330	1300/ 070107

3. All candidates (except the 12th District) should arrive at Reagan National Airport, Washington, D.C. between 0800 and 1500 Eastern Standard Time (Sunday), on the report date listed in paragraph (2). Candidates driving POVs should arrive at Officer Candidates School no later than 1400 on the report date listed in paragraph (2). All candidates arriving must be in appropriate civilian attire (slacks and a collared shirt). Candidates from the 12th District should arrive on the date listed above between 1300 - 1800 (Saturday).

4. MCRSS Transportation Report is due to OCS 14 days prior to the ship date.

5. All ECP/RECP/MCP Marines' orders should adhere to the times listed for all other candidates.

Subj: OCC 194 PREPARATION AND ACTIONS

6. All regions will fax a copy of candidate flight information to CSA at (703) 784-4059, ATTN: **Captain Spangler**. E-mail is also acceptable - please address e-mail to: **david.spangler@usmc.mil**. Provide flight/POV information NLT the date provided in paragraph (2). This information will allow for coordination of transportation and billeting for your candidates. Below is an example format (alternate formats that include the same information are acceptable, i.e. excel spreadsheet).

Arrival Date/ Time	Airline	Flight #	# of Passengers	Names
070120/1250	American	1342	2	Last Name, Ints. Last Name, Ints.
070121/1310	United	750	1	Last Name, Ints.

7. All flights should arrive at Reagan National Airport. Additionally, each region will provide a tally of the total number of candidates traveling, a by name roster of candidates traveling by POV, and a Flight Information Roster.

8. If a candidate does not meet the Marine Liaison Team (wearing service "B" uniform) at their arrival gate the candidate should report to the baggage claim area at terminal "C". If candidates have any problems they are to call (703) 784-2351/2352/2077.

9. Due to limited assets, transportation will only be available during the hours stated in paragraph 3. Should it be necessary for a candidate to secure his/her own transportation, the "Super Shuttle" van service at 1-800-258-3826 is available. Cost is approximately \$55.00 for the first person and \$8.00 for each additional rider. Taxicabs are also available, but make sure the candidates obtain a receipt. They will be able to file a travel claim while at Officer Candidates School. Point of contact at Officer Candidates School after working hours is the Officer of the Day at (703) 784-2351/2352. Note: This fee is not included in the \$300 referred to in paragraph 11.

10. Required Items:

Subj: OCC 194 PREPARATION AND ACTIONS

a. Candidates can read exactly what they need to bring to Officer Candidates School on the web site (www.ocs.usmc.mil).

b. Ensure candidates pack their running shoes so they are easily accessible upon arriving at Officer Candidates School.

c. **All current active and reserve Marines** are required to have four sets of woodland MARPATs, two sets of desert MARPATs, two sets of brown Marine Corps Combat Boots, one sea bag, two web belts, two buckles, one green sweat top, one green sweat bottom, one pair green PT shorts, six green T-shirts, six drawers, and six pairs of boot socks. IRR Marines who do not possess these uniform items will have the opportunity to purchase them at cash sales. IRR Marines **must** bring at a minimum: one set of MARPAT woodlands, one set of MARPAT deserts, one pair of brown hot-weather boots, and one pair of brown temperate weather boots (these are the basic requirements for all Marines as of Oct 1, 2004). PRIOR ENLISTED MARINES WILL NOT RECEIVE A NEW ISSUE OF BOOTS. Ensure they inform the receiving staff they have these items. Prior enlisted Marines will not bring the old style woodland utilities. Candidates at Officer Candidates School may no longer wear black boots. Reference MARADMIN 412/04 for the combat utility uniform and boot guidance.

11. All candidates will bring \$300 in cash for the purchase of the small and large bag issues. Officer Candidates School will not lend money or apply a checkage for their bag issue or other required costs. Candidates should not borrow money from other candidates while at OCS. A candidate that arrives without the required funds may be sent home if the Commanding Officer deems him or her as financially irresponsible. Candidates will bring basic overnight toiletry items such as razors, shaving cream, soap, deodorant, toothbrush and paste, towel, etc. Candidates will be purchasing day-to-day usage items during the first two days of in-processing. Purchase of the small and large bag issue is not optional. Candidates can view these items on the Officer Candidates School web page.

12. Candidates who are Marine Corps sergeants and above will receive a non-observed fitness report once they depart Officer Candidates School. If they are currently in the grade of sergeant or above and are in the AR or on active duty they will receive an FD report on the date of their departure. The candidate's parent command is responsible for giving them a TD report before reporting to Officer Candidates School. If IRR or SMCR, they will receive an RT report upon departure. A candidate that is disenrolled on one of the designated evaluation boards

Subj: OCC 194 PREPARATION AND ACTIONS

due to an unsatisfactory evaluation will not receive an adverse report (unless there was a violation of the UCMJ). Candidate fitness reports will include a GPA, class standing, and any awards received while at Officer Candidates School.

13. The following medical issues need to be addressed:

a. Ensure all candidate physicals are current prior to check-in at Officer Candidates School, current means (within the past five years). All physicals must be good until the day after graduation.

b. During medical in-processing candidates will hand carry and turn-in to medical personnel additional medical paperwork that is not already in the candidate's medical record. All aviation contract candidates must have their aviation-related physicals completed prior to arriving at Officer Candidates School. OCS is not the time or place to complete unfinished business regarding flight physicals.

c. Candidates who wear glasses will bring at least one pair of glasses for training (two pairs are recommended). OCS medical will issue military eyeglasses within 3-5 days of arrival. In order to receive military issue eyeglasses, candidates must hand-carry their new eyeglass prescription or wear/take a pair of glasses to Medical during in processing so Optometry can scan the prescription. OCS Medical does not process faxed-in prescriptions. (Candidates will not wear contact lenses while at OCS). Candidates will not arrive at OCS wearing contact lenses.

14. Candidates who are married or divorced and/or claiming children (including illegitimate) must take care of all issues/documentation prior to arriving at Officer Candidates School. Documents include: marriage certificate, divorce decrees, birth certificates, court documents, child support documents, and adoption papers.

15. Candidates will not break their lease, move their dependents to Quantico, have their house packed up, or begin the process of moving out of base housing prior to arriving at OCS. Unforeseen injuries or unsatisfactory evaluations may prevent a candidate from completing the course.

16. Officer Candidates School will not authorize time off from the training schedule for candidates to get married. All marriage issues should be taken care of prior to arriving at

Subj: OCC 194 PREPARATION AND ACTIONS

OCS. All candidates need to be aware of the Marine Corps and OCS policy regarding fraternization.

17. If family members are staying at an address other than the candidate's home of record (at parents/in-laws for example), then they should provide that address to OCS. Additionally if they are paying housing expenses, then they need to provide a notarized letter outlining these expenses.

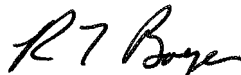
18. Candidates on PCS orders will hand carry Rental/Mortgage agreements, vehicle registration, or insurance papers (if POV) during in-processing.

19. Candidates may not bring personal weapons (knives, handguns, rifles, ammunition, etc.) to Officer Candidates School.

20. ECP/RECP/MCP/OCC active and reserve must hand carry their SRBs, medical, and dental records, for turn-in during in-processing.

21. Officer Candidates School personnel will instruct candidates driving POVs where to park their vehicles upon check-in.

22. Point of contact is the Coordinator of Student Activities at DSN 278-2077 or commercial (703) 784-2077.


R. T. BOYER
By direction